

First Responder

ROBERT SMITH

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Objective

A determined to be successful Customer Service Representative that is motivated, fast-learner, and strong-minded that is applying for a position in the technology and the customer service field.

Skills

MS Office, Management.

Work Experience

First Responder

Agero - September 2014 - 2020

- Determines response requirements and relative priorities of situations, and dispatch units in accordance with established procedures.
- Records details of calls, dispatches, and messages.
- Confers with customers or supervising personnel to address questions, problems, or requests for service or equipment.
- Works hand Operate machinery used in the production process, or assist machine operators Examine products to verify conformance to quality standards.
- Observes equipment operations so that malfunctions can be detected, and notify operators of any malfunctions.
- Loads and unloads items from machines, conveyors, and conveyances Help production workers by performing duties of lesser skill, such as supplying or holding materials or tools, and cleaning work areas and equipment.
- Cleans and lubricates equipment Clarksville-Montgomery County School System (Internship) Clarksville, Tennessee Network Support Administrative Engineer Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.

First Responder

Delta Corporation - 2012 - 2014

- YMCA Droms Road, Glenville, NY.
- Responding to emergency calls Providing care to victims of various needs Simple gauze needs to trac tubes being placed quickly and efficiently.
- Understanding the needs of victims when they were unable to communicate Using traction to brace a possible broken bone.
- Immobilizing the victim.
- Use CPR/First Aid techniques Re-certifying adult, child, infant CPR and First Aid.
- Work Study Working independently with athletes while learning how to properly care and manage for different teams, manage office work, schedule .
- First Responder Assured timely response to emergency calls.

Education

Customer Service - May 2007(Draughons Junior College - Clarksville, TN)